THE UNIVERSITY OF SUSSEX

LOCAL RULES FOR THE CONTROL OF POISONS and OTHER REGULATED CHEMICALS

SPG -09-09

Contains

Section 1 – Poisons
Section 2 – Controlled Drugs
Section 3 – Drug Precursors
Section 4 – Chemical Weapons

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INTRODUCTION

To comply with the requirements of the Management of Health and Safety at Work Regulations 1992 (Management Regs) a hazard and risk assessment must be made for all work activities.

Each hazard and risk assessment must include all the hazards and foreseeable risks associated with each activity. As part of these overall assessments required by the Management Regulations will be the consideration of any hazards and risks which may arise from any substances (chemicals, biological agents) involved. This latter part of the assessment is specifically required to comply with the Control of Substances Hazardous to Health (COSHH) Regulations.

All chemicals have some degree of hazard associated with them. Certain chemicals are sufficiently hazardous that they are controlled by specific legislation, e.g. the Poisons Act, or the Chemical Weapons Act whilst others are potential drug precursors or sufficiently hazardous that their use requires strict control measures

The Local Rules for the Control of Poisons and other regulated chemicals are designed to establish the specific systems of control required for safe working with those extremely toxic materials which have been assessed as falling within the substances identified in as (1) **poisons,** (2) **contolled drugs, category 1 and 2 drug precursors** or substances covered by the (3) **Chemical Weapons Convention** . It should be noted that many poisons are included by virtue of their extreme toxicity. As an example a list of controlled substances can be found in appendix 1 and chemical weapons can be foun d in appendix 2. The list in appendix 1 has been provided by Fisher Scientific and shows the category and documentation required (please not that this list is not exhaustive).

Basic Responsibilities of Users of regulated substances

The basic aim is to be aware of the potential danger in these compounds, **to ensure that they cannot easily fall into the hands of unauthorised persons and to ensure that they do not harm fellow workers or visitors to the laboratory or indeed the wider community**.

When working with poisons/other hazardous chemicals, users must take care to ensure that these compounds do not enter the body by injection, ingestion, inhalation or skin absorption.

Users must familiarise themselves with the toxic properties of, and the antidote for (if one is available) the particular compound they are using. Antidotes are very rarely readily available, this information may be required by a Hospital in the event of a serious incident.

Members of Faculty or Directors of Units must provide the necessary **safety advice and supervision** of work involving controlled substances in research and teaching situMCID 16/Langn2w44 1

1. Poisons

These are substances subject to the provisions of the Poisons Act, and the The Poisons (Amendment) Rules both of which have been subjected to a number of amendments.

Purchase of Poisons
Most suppliers will require that orders for scheduled poisons are accompanied by a signed letter on University headed notepaper which provides the purchasers authority, their full name and address, profession and the purpose for which the substances are required. A copy of this letter should be stored locally and a copy should be sent to the University Health and Safety Office

Storage
Some substances have very strict requirements as their use and storage. A number require storage in a locked cabinet with the key only being made available to a member of staff designated by the Head of School, Director of Unit or their nominee. All use must be recorded and once a year an internal audit of these substances must be undertaken and returns sent to the School Safety Advisor with a copy to the University Safety Office. We are subject to regular audits of our purchase and use of poisons and therefore accurate record keeping is essential. In general it should be taken that any substance that requires a licence should be stored and recorded in this manner.

Any loss or theft should immediately be reported to the University Safety Office.

All work with poisons must be under the control of a senior manager and therefore Risk and CoSHH assessments relating to this work **must** be approved by the Head of School, Director of Unit or their nominee.

Disposal
Disposal should be carried out according to the CoSHH assessement.

2. Controlled drugs

Classification
Under the Misuse of Drugs Regulations 2001, Controlled Drugs are classified into five Schedules according to the required level of control.
http://www.opsi.gov.uk/si/si2001/20013998.htm

Schedule 1 drugs

- Schedule 1 includes hallucinogenic drugs, ecstasy and cannabis.
- These drugs are subject to safe custody requirements and should be stored in a suitable locked cabinet secured to the fabric of the building at all times.
- Receipt and supply of Schedule 1 Controlled Drugs must be recorded in a Controlled Drugs Register.
- Written requisitions must be supplied to wholesalers.
- Destruction of Schedule 1 Controlled Drugs must be witnessed by an independent member of senior staff. A record of date, amount destroyed, and method of destruction should be entered into the register and countersigned by the witness.

A search can be performed to check the legal class of veterinary and human medicines, using the generic name of the drug.

- Legally the Register should be kept for 2 years; however, it is recommended that they are kept for 5 years.

Controlled Drugs Register
On receipt the following information should be recorded in the Controlled Drugs Register:

Date received
  - Name and address of the person or supplier from whom the drug was obtained
  - Amount received
  - Form in which received
  - Running total (recommended).

Standard operating procedures
There should be in place standard operating procedures (SOPs) that cover the following:
- Who has access to the Controlled Drugs
- Where the Controlled Drugs are stored
- Security in relation to the storage and transportation of Controlled Drugs
- [illegible] ions arise
- Record keeping, including maintaining the Controlled Drugs Register and maintaining a record of Controlled Drugs returned by clients.
- All work with controlled drugs must be under the control of a senior manager and therefore Risk and CoSHH assessments relating to this work **must** be approved by the Head of School, Director of Unit or their nominee. Copies of these must be sent to the University Safety Office and a copy must be held locally.

Any loss or theft of Category 1 substances should immediately be reported to the University Safety Office.

(ii) Category 2 Substances

School members wishing to purchase Category 2 substances are required to complete a Declaration of Specific Use(s) Form (as above). A completed copy of this form should be held locally and further copies forwarded to the University Safety Office and the School Safety Adviser.

A Record of Supply of Category 1 and 2 Substances should also be completed and a copy held locally and a further copy forwarded to the School Safety Adviser.

Category 2 substances should so far as is reasonably practicable be securely stored.

Supply of drug precursors to outside parties

If anyone wishes to supply Category 1 substances to parties outside the University they

- If contained in a mixture the mixture and percentage concentration must also be provided
- Details of the company which the substance was purchased from or exported to

Schedule 3
All Departments who produce

DIFLUORONITROBENZENE,	OZONE DEPLETER	Registration required
DIMETHOXYTRYPTAMINE	MISUSE OF DRUGS	Licence required
DIMETHYLHYDROXYPHENETHYLHENE		

	e.g Methylphosphonyl dichloride	(676-97-1)
	Dimethyl methylphosphonate	(756-79-6)

(15)	Ethyldiethanolamine	(139-87-7)
(16)	Methyldiethanolamine	(105-59-9)
(17)	Triethanolamine	(102-71-6)